

28-5-2826

*James*

**MEMORANDUM FOR:** Special Assistant to Acting Deputy Director  
(Administration)

**FROM:** Acting Management Officer

**SUBJECT:** Order-Invoice-Voucher Form

**REF:** Letter from Chief of Logistics dated 25 March 1954

1. The original of the referenced letter requested that the new Order-Invoice-Voucher form be procured in a ten part set.
2. A review of existing files and procedures and the proposed procedure indicates that a nine part set is satisfactory for agency use.
3. The referenced letter was subsequently revised and additional information inserted on the proposed use of the new form.
4. In view of the facts as presented in the revised study it is recommended that the form be procured as requested, in nine parts.

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